



State of California • Arnold Schwarzenegger, Governor
State and Consumer Services Agency
DEPARTMENT OF GENERAL SERVICES
Executive Office

March 11, 2005

Department Directors
Warehouse Managers
Business Service Officers
Property Controllers

NEW SURPLUS PROPERTY SYSTEM

To better serve the interests of our customers, the Department of General Services, State Surplus Property Reuse Program, will implement a new property accountability system, effective March 21, 2005. The *California Surplus Property System (CSPS)* offers an Internet-based customer interface for ease of use and will make doing business with the State Property Reuse Program easier and generally more efficient for State customers. Attributes include:

- After customers establish a password and log on to the system, customers can electronically complete Property Survey Reports (STD.152) and Transfer of Location Reports (STD.158) and then submit them to the Property Reuse Program for approval via the Internet.
- Agencies will receive STD.152 and STD.158 approval by e-mail.
- State customers can view State-owned surplus personal property online that is available for direct transfer from the disposing agency. This will expedite the transfer of property between agencies and reduce shipment and short-term storage costs.
- Also online, customers can view a real-time inventory listing of all State-owned surplus property available at the 1700 National Drive warehouse. Online warehouse inventory will be updated daily following reconciliation of each day's property receiving and sales accounts.

The Surplus Property Reuse Program will distribute supplemental procedural information as it becomes available to assist agencies transition to the new CSPS.

If you have questions or require additional information concerning this new Surplus Property System, please contact Dan McDonough at (916) 928-5807.

Ron Joseph
Director

cc: Dan McDonough, Department of General Services, Surplus Property